


## GSRP Application MEGS+ Instructions 2014

These instructions have been developed to help locate, navigate, and complete the GSRP Application within MEGS+. Additional technical assistance on using MEGS+ is available on our website [www.michigan.gov/gsrp](http://www.michigan.gov/gsrp), MEIS and MEGS+ Explained.


When first logging in to MEGS+, the Level 5 user will see this page:

**Main Menu**

 **Welcome Susan**  
[Change Picture](#)


**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following.  
> Initiating an Application/Task  
> Using System Messages  
> Understanding your Tasks  
> Managing your awarded grant

Hello Susan, please choose an option below.

 **View Available Applications/Tasks**


You have 3 Available Applications/Tasks available.  
Select the **View Available Applications/Tasks** button below to see what is available to your agency.

VIEW AVAILABLE APPLICATIONS/TASKS

 **My Inbox**

You have 5 new messages.  
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

 **My Applications/Tasks**

You have 5 new applications/tasks.  
You have 3 applications/tasks that are critical.  
Select the **Open Applications/Tasks** button below to view your active tasks.

OPEN APPLICATIONS/TASKS

When entering for the first time, find the application under 'View Available Applications/Tasks.' Initiate the application. Subsequently, the application will be under 'My Applications/Tasks' until it has been submitted.


Once the application is opened, the ISD name, status of the application, and the user's security level are displayed, as highlighted below. Select View/Edit to work on the application.

**Alpena-Montmorency-Alcona ESD - 04000**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2013 - GSRP | **Status:** Application In Progress | **Security Level:** MEGS+: Level 5 Authorized Official

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

 **View / Edit**

Select the **View/Edit** button below to view, edit, and complete the application/task.

VIEW / EDIT

To add contact information to be pulled into the Cover Page, click on View Management Tools.

Please select from an option below. For detailed information, click on the link below.

**View / Edit**  
Select the **View/Edit** button below to view, edit, or delete information.  
[VIEW / EDIT](#)

**Change Status**  
Select the **View Status Options** button below to view status options.  
[VIEW STATUS OPTIONS](#)

**View Management Tools**  
Select the **View Management Tools** button below to view management tools.  
[VIEW MANAGEMENT TOOLS](#)

Click on Add/Edit People.

**Management Tools**

[CREATE FULL PRINT VERSION](#)  
Select the link above to create a print version of the document.

[ADD/EDIT PEOPLE](#)  
Select the link above to perform actions on the document.

Click the drop down menu under the column Grant Contact Type and choose an option.

**Current People Assigned**

Search  
**Active Status:**   
**Partial Name:**   
**Agency:**   
[SEARCH](#)

**Sort By:**

<input type="checkbox"/>	Person	Agency	Role	Grant Contact Type
<input checked="" type="checkbox"/>	Mr. Christopher Frank	Saginaw ISD, Saginaw ISD, Saginaw County Head Start	MEGS+: Level 5 Authorized Official	<div><div>Main Contact</div><div>Main Contact Secondary contact Add'l Email Recipient</div></div>
<input checked="" type="checkbox"/>	Ms. Sally Peterson	Saginaw ISD	MEGS: Level 5 Authorized Official	

## For consortiums of ISDs

If the initiating ISD is the fiscal agent of a consortium of ISDs, search for and add consortium members on this page.

### Consortium Members

Agency Name (partial) or Agency Code/Agreement Number:


<input type="checkbox"/> Agency	Recipient Code	Building Code	Funding Source
<input checked="" type="checkbox"/> Ingham ISD	33000	00000	Great_Start_Readiness_Program ▼

### Consortium Members Assigned

<input type="checkbox"/> Agency	Recipient Code	Building Code	Funding Source	Budget Information	Invitation Response	Response By	Response Date
<input checked="" type="checkbox"/> Eastern Upper Peninsula ISD	17000	00000	Great Start Readiness Program	Allocation: \$0 Budget: \$0	Accepted Services Only	Reattoir, Dr. Daniel	10/15/2012 11:16:24 AM

After search results in the desired consortium member(s), click the check box and save the page to move them to the 'Consortium Members Assigned' list. This will generate an invitation to the consortium to the level 5 MEGS+ user of each ISD invited.

A level 5 user from each invited consortium member will be required to login to MEGS+ to accept the invitation. The consortium member(s) will select My Applications/Tasks, choose the GSRP application of the fiscal agent and go to View/Edit.


 **My Applications/Tasks**


Sort my applications/tasks by:


CTE Perkins	Clinton County RESA	<a href="#">2013-19000-00010</a>	Amendment in Progress	5/24/2012 4/2/2012
GSRP	Alpena-Montmorency-Alcona ESD	<a href="#">GSRP-2013-04000-00008</a>	Application In Progress	


Each consortium member will then select Consortium Member Acceptance Information and indicate a response to the invitation.

**General Information**

 [Consortium Member Information](#)

 [Consortium Member Acceptance Information](#)

 [Identification of Sub-Recipients](#)

 [Project Fact Sheet](#)

To accept the invitation, regardless of the relationship between the ISDs, consortium member(s) must choose **Services Only** and then select Notify Fiscal Agent at the top right of the screen.

**To respond to this invitation:**

- For each funding source, choose an invitation response in the drop down.
- Click the **Notify Fiscal Agent** button, and the response will be sent.
- **Please Note:** If you have chosen to reject after having already accepted and filled out a budget, the budget will need to be deleted before the invitation can be rejected.

For more detailed instructions, select the **Show Help** button.

Agency Name	Funding Source	Invitation Response	Response By	Response Date
Ingham ISD	Great_Start_Readiness_Program	Services Only	Janet Yachim	10/29/2012 2:54:42 PM

Depending on the agreement between the ISDs, the consortium members may or may not have additional information to complete within the application.